

August 29, 2003

PPL No. 03-008

TO: All Local Governmental Agency (LGA) Coordinators for
Targeted Case Management (TCM)

SUBJECT: **NOTIFICATION OF LGA TCM TIME SURVEY CHANGES AND
PROCEDURES FOR FISCAL YEAR (FY) 2002-2003 AND 2003-2004**

This Policy and Procedure Letter (PPL) notifies all LGAs participating in the TCM program for FY 2003-2004 of time survey policy changes and procedures to properly account for time during the time surveyed month.

**Directions for Time Surveys Conducted in 2003 for Cost Report
Submitted November 1, 2004**

The staff who are present during the 2003 TCM time survey month and should time survey are:

1. TCM case managers;
2. Direct supervisors of TCM case managers; and
3. Case manager support staff including clerical staff, who directly support case managers.

The following special circumstances must be noted in the cover letter accompanying the cost report:

- ♦ If TCM case managers will not be present during the time survey month this year or will be present and do not time survey, they must be placed in the Averaged section of the Salaries schedule in the cost report.
- ♦ If a direct supervisor of TCM case managers or a case manager support staff, including clerical staff, who directly support case managers are present and do not time survey, they must be placed in the Admin section of the Salaries schedule in the cost report.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:

www.consumerenergycenter.org/flex/index.html

- ◆ If direct supervisors of TCM case managers or case manager support staff including clerical staff, who directly support case managers will not be present during the time survey month this year, they must be placed in the Admin section of the Salaries schedule in the cost report. **If the LGA believes that a different approach for absent employees is necessary, they must receive prior approval from the Department of Health Services (DHS).**

Directions for Time Surveys Conducted in 2002 for the Cost Report Submitted November 1, 2003

The staff who were present during the 2002 TCM time survey month and should have time surveyed are:

1. TCM case managers;
2. Direct supervisors of TCM case managers; and
3. Case manager support staff including clerical staff, who directly support case managers.

The following special circumstances must be noted in the cover letter accompanying the cost report:

- ◆ If TCM case managers were not present during the time survey month last year, they must be placed in the Averaged section of the Salaries schedule in the cost report.
- ◆ If a direct supervisor of TCM case managers or a case manager support staff including clerical staff, who directly support case managers were present during last year's time survey month and did not time survey, there are two options:
 - i. They may time survey in 2003. However, the 2003 time survey results from the entire staff must be used to generate the cost report submitted November 1, 2003, and for the cost report submitted November 1, 2004.
 - ii. They may be placed in the Admin section of the Salaries schedule in the cost report, and the 2002 time survey results for the rest of the staff may still be used to generate the cost report submitted November 1, 2003.
- ◆ If direct supervisors of TCM case managers or case manager support staff including clerical staff, who directly support case managers were not present during the time survey month last year, they must be placed in the Admin section of the Salaries Schedule.

August 29, 2003

- ♦ If an individual who time surveyed last year was replaced by a new person during the same fiscal year, the time and costs for both employees can be accounted for in two ways:
 - i. The person who time surveyed will have their time survey results placed in the Individual section of the Salaries schedule (2A) in the cost report and the actual dollars that they earned will be entered in the Individual section of the Salaries schedule (1A) in the cost report. The person who took their place will be placed in the Averaged section of the Salaries schedule (2A) and the actual dollars that they earned will be entered in the Averaged section of the Salaries schedule (1A). This ensures that the cost report accounts for all of the costs associated with the position.
 - ii. Both the original employee who time surveyed and the employee that replaced them will have their last names listed together in the Individual section of the Salaries schedule (1A) in the cost report, example: Davis/Sheppard. The combined salaries of the two individuals will be placed in the Individual section of the Salaries schedule (1A) in the cost report. This is allowable because it is the position, not the person that is crucial.

If you have any questions concerning this PPL, please contact Ms. Elizabeth Touhey, Chief of the Local & Schools Services Unit at (916) 552-9616 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original Signed by Mary Lamar-Wiley

Mary Lamar-Wiley, Acting Chief
Medi-Cal Benefits Branch

cc: See Next Page

All Local Governmental Agency (LGA) Coordinators for
Targeted Case Management (TCM)

Page 4

August 29, 2003

cc: Ms. Susan Ruiz
Health Insurance Specialist
Centers for Medicare & Medicaid Services
75 Hawthorne Street, Fifth Floor
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant
Centers for Medicare & Medicaid Services
Division of Medicaid and Children's Health
801 I Street, Room 210
Sacramento, CA 95814

Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94109